



Occupational and Business Licensing  
555 Wright Way  
Carson City, Nevada 89711  
(775) 684 - 4690

---

## **BODY SHOP INFORMATION SHEET**

"Body shop" defined. As used in NRS 487.610 to 487.690, inclusive, "body shop" means any place where the body of a motor vehicle is painted, fixed, repaired or replaced for compensation. NRS 487.600

### **LICENSING REQUIREMENTS**

1. Application for Business License. Application must be completed in full and signed by a principal of the business.
2. Personal History Questionnaire completed by each principal or corporate officer being listed on the license application.
3. Authorization for Release of Information form signed by each principal or corporate officer. Release must be notarized or signature witnessed by an authorized DMV representative.
4. Child Support Information form completed and signed by each principal or corporate officer.
5. Licensee Acknowledgement form. (DS308)
6. A surety bond or deposit in lieu of bond in the amount of \$10,000.
7. If applying for body shop plates, an Insurance CERTIFICATE showing automobile liability coverage. See insurance information sheet.
8. Non-refundable license application fee of \$300.
9. City or County business license.
10. Fictitious Firm Name Filing.
11. Copy of Certificate of Incorporation and Corporate filing, with names of the officers, filed with the State of Nevada, Secretary of State's Office, if applicable.
12. An established place of business within this state with a permanent enclosed building, with sufficient space to safely operate the business.
13. A permanently affixed display sign with the name of the business in lettering at least eight inches high, formed by lines that are at least one inch wide. Sign must be clearly legible from the center of the nearest street or roadway.
14. In accordance with NAC 487.150, \$15 deposit for a metal sign to be displayed on the outside of the business.
15. Two color photographs that clearly show the exterior of the business to include the display sign.
16. The federal identification number of the business.
17. The State of Nevada sales tax number of the business.